

**Office Memorandum • UNITED STATES GOVERNMENT**

TO : Director of Training

DATE: 12 June 1958

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FROM : Chief/Language and Area School

SUBJECT: Weekly Activities Report #23

**A. SIGNIFICANT ITEMS**

None to report.

**B. OTHER ACTIVITIES**

1. Continuing thought and consideration of the paper hastily prepared for you and submitted in draft for discussion on 30 April have produced realization of possible serious security implications in the Agency's unfavorable comparison with State et al in language preparation. This element should be considered in our discussions.

2. [ ] of the Management Staff and [ ] of Wage and Classification spent two hours with us this week in the most pleasant session I have ever had with these components. Miss [ ] concluded her portion by commenting, "I see no problems." [ ] asked us to prepare job descriptions as basis for discussion of classification.

3. We believe we have basis for a worthy program for JOT's this summer. Finalization of views as a basis for proposal for your consideration will be made on Monday. JOTP has been invited to participate in discussions with us.

4. Four panels consisting of C/LAS, D/Language Training and, in turn, each language department chief have reviewed in detail the qualifications of all contract instructors against definitions for the equivalents of GS-5 to GS-15, and have rated each accordingly. Then, with assistance of Nancy, we have established what we regard as appropriate salary for each. These figures will apply when contracts are renewed. This is a maiden effort to define and evaluate in detail the talents of contract instructors, and to establish salaries on a systematic and equitable basis.

5. Personnel notes: [ ] has arrived to work as a "summer employee" in the Department of Romance Languages Mrs. [ ] reported for duty on 11 June. [ ] leaves on Maternity Leave on 13 June. C.B.S. is on leave until 23 June.

Document No. 241

NO CHANGE in CLASS.

☐ DECLASSIFIED

Class. CHANGED TO: TS B C

Auth: DDA MEMO, 4 APR 57  
DDA REG. 77/1153

Date: 08 MAR 1978 By: [ ]

Approved For Release 2004/05/05 : CIA-RDP60-00594A000300030021-8

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 11 June 1958

FROM : Deputy Chief, Plans, Research &amp; Administration

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report.

B. OTHER ACTIVITIES

1. Sixty-nine Certification for Language Award certificates were graded and sent to Registrar on 6 June.
2. No one reported to take the Pashtu test which was scheduled 5 June. The Romanian test was given to six people 10 June. The Dutch test is in the process of being edited.
3. During the week 4 to 11 June a total of 55 oral tests were conducted in the French, German and Russian languages.



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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 11 June 1958

FROM : Deputy for Language Training

SUBJECT: Weekly Activities Report

A. SIGNIFICANT ITEMS

None to report

B. OTHER ACTIVITIES

1. The German Intermediate RSW (Full Time) class spent last week at [ ] accompanied by [ ] Two visiting instructors from OCI had to cancel at the last minute due to pressure of office duties. The group appears to have made substantial progress in the course. The Agency proficiency test was administered to the group during the stay at [ ]

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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Language and Area School

DATE: 10 June 1958

FROM : Deputy Chief, Area Training

SUBJECT: Weekly Activities Report

**A. SIGNIFICANT ITEMS**

None to report.

**B. OTHER ACTIVITIES**

1. [ ] conferred at length with [ ] C/SIC and arrived at complete agreement concerning the content and treatment of the forthcoming LAS Regional Survey on the Moscow-Peking Axis. Basically the presentation will be that of the historical background of the present enigmatic relationship between China and Russia. LAS will handle the first four weeks covering the period down to October 1949. SIC will be responsible for events and developments since then.
2. [ ] completed his Southeast Asia - Americans Abroad Orientation #2.
3. [ ] Americans Abroad Orientation #9 has an enrollment of 29 including 12 dependents, again representing components throughout the Agency. This is the highest proportion of dependents in any offering of this course thus far. [ ] recently returned [ ] has attended every session this week in order to evaluate the content of the course from the field supervisor's point of view.

JDS

TK

[ ]

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